

Martin Chambers

Clerk resume

KNOWLEDGE OF

High volume processing

Data entry

Computer literate

General administration

Filing

Excellent grammar/spelling

Competent keyboard skills

Producing documents

Troubleshooting

Completing work schedules

PERSONAL SKILLS

Confident phone manner

Quick learner

Multitasking

Sociable

Meticulous

PERSONAL DETAILS

*Martin Chambers
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CAREER OBJECTIVE

A focused and methodical college leaver who is more than able to provide an effective clerical and administrative back up service to senior colleagues. Martin is able to handle high pressure, long hours, demanding deadlines and great responsibility. He is confident that he can attend to much of the accounts, schedules and paperwork associated with a busy office. He is presently looking for a suitable position within a well established, friendly team.

ACADEMIC QUALIFICATIONS

<i>Coventry North College</i>	<i>2011 - 2012</i>
Diploma in Business Administration	Pass
<i>Birmingham South High School</i>	<i>2008 - 2011</i>
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

CLERICAL SKILLS ACQUIRED WHILST STUDYING

- Answer the telephone, directing calls and taking messages.
- Accurately recording and updating information onto databases.
- Processing any necessary paperwork.
- How to gather information by phone, letter, email or in person.
- Operating office3 machinery such as photocopiers, fax machines etc.
- Corresponding via email.
- Excel, Quickbooks, Sage, SAP and Oracle.
- The Data Protection Act as well as other relevant legislation and understanding the need for confidentiality.
- Raising debit and credit notes.
- Producing accurate information.
- Photocopying and scanning documents.

KEY COMPETENCIES

- Results driven with a commitment to working to high standards.
- Good organisation and time management skills.
- Able to use own judgement when dealing with problems.
- Self-motivated and eager to take ownership of responsibilities.
- Clear, persuasive and personable communicator.

SELECTED ACHIEVEMENTS

Professional Certificate in Modern Administrative Systems
Commended by College for introducing a new Filing system.
Advanced First Aid Certificate

HOBBIES & INTERESTS

As a keen film fan, Martin regularly visits Cinema's around the country. He is also a member of a society that finds and comments on forgotten old film classics from the 1930's. He has made many friends though his hobby and regularly meets them.

REFERENCES – Available on request.



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